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STUDENT PAMPHLET

DA POLICY LETTERS

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DEPARTMENT OF THE ARMY
OFFICE OF THE CHIEF OF ENGINEERS
WASHINGTON, D.C. 20314

REPLY TO ATTENTION OF:
DAEN-ZCF-M

28 SEP 1984

SUBJECT: Use of IFS After Conversion to Contract RPMA

SEE DISTRIBUTION

1. An addendum to the FESA Guide for Preparation of the Facilities Engineering Acquisition Package is forwarded as Enclosure 1 for your review and comment.

2. The enclosure presents a basic approach to continued operation of IFS as a management information system after conversion of RPMA to contractor performance. This guidance is based on the premise that only the production of data, the data requirements, and the data format will change. IFS operation is not required for contractor work management, and it should not be imposed on a contractor as a performance requirement. IFS supports the RPMA planning, programming, and work approval functions that are Government responsibilities; and it will continue to serve as a management tool used by the in-house, Government staff in overall management of the RPMA mission.

3. Enclosure 1 presents the minimum requirements, in terms of IFS data elements and data format, to be included in a performance work statement. Request that your comments/concurrence be returned to HQDA (DAEN-ZCF-M) by 16 October 1984.

FOR THE CHIEF OF ENGINEERS:

1 Encl
as

EDWARD T. WATLING
Chief, Facilities Engineering Division
Office, Assistant Chief of Engineers

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COMMANDANT
US ARMY ENGINEER SCHOOL, ATTN: ATZA-TE-EH

Accounting systems and reporting requirements must be the minimu required to meet the need for financial or other informatio Few, if any, contractors publish their accounting systems procedures. Any requirement for publishing and submitting su information could restrict competition, and a strong possibili exists that contractors would protest any such requirement. A decision to include such a requirement must be reviewed conjunction with the principles and procedures of the Co Accounting Standards (REF: FAR part 30 and DFARS part 30). after consideration, a requirement is included, it should included as a separate item of cost breakout.

f. Use figures 1 through 5 and the list of report requir ments below to develop reporting requirements. The list reports includes only those required at DA or higher level. paragraph will be dedicated to the information required from t contractor to support local residual staff management for RP planning, program execution, and reporting requirements. Speci what the contractor receives and what is to be delivered to t Government such as detailed estimates, completion dates, tot job costs, etc. Procedures for the residual management staff operate IFS in a contract mode must be developed for interna use.

g. The following IFS guidance provides the minim acceptable RPMA cost data reporting. Installations will n make IFS or IFDEP available for use by CA contractors. T Government residual workforce will use those portions of I required to perform their functions in a contracted environmen Contract cost data must be reported by facility, by functiona group (AMS Code), and by document number (job). Work approv is a government responsibility. Based on these policies, the I will be operated by the residual workforce in the same bas manner regardless if performance is in-house or by contract.

The cost of work accomplished by a contractor must entered into IFS. Completed work orders and contract invoic will be used as the data sources. This can be accomplished the following manner:

(1). The bid schedule should be in sufficient detail extract costs for contractor work performed at a fixed, pr determined level; e.g., operations, custodial services, et Cost data input to IFS for this work will be accomplished usi DA Form 4286. (This is the same method in use for many existi service contracts.)

(2). Work Orders accomplished by a contractor will entered into IFS when completed using completed job orders turn in by the contractor with the estimated or actual cost Regardless of the initiating source, the government will receiv approve and prioritize work requests and forward them to t

contractor on DA Form 4287 or DA Forms 4283/4284/4286, as appropriate. When the work is complete, the contractor will return the work requesting/authorizing documents to work reception with the total cost of the work entered on either DA Form 4287 or DA Form 4286. The project cost will be entered into IFS by the residual work force in the appropriate transaction code.

This method of IFS reporting will be applicable to all types of contracts; e.g., fixed price, cost reimbursement, etc. The Government will input to and operate IFS. Operation of the IFS in a contract mode will basically be identical to the operation in an in-house mode except completed job orders (DA Forms 4287, 4283, & 4286) will replace L&E cards for data input. The writer may wish to consider requiring the contractor to input data in a machine readable format. If so, detailed data format information must be provided in the PWS to enable the contractor to be capable of providing the data in the correct form since IFS hardware or software will not be available to the contractor. The bid schedule should include an item for deliverables (IFS data, schedules, plans, etc.), to cover the costs to the contractor for reporting costs.

The recommended specification for inclusion in the DEH Performance Work Statement is as follows:

REPORTS UTILIZING THE INTEGRATED FACILITIES SYSTEM(IFS) FORMS

The Contractor shall use government forms to document work data and cost estimates in the following manner:

a. Service Orders(Work level____).

DA Form 4287, Service Order, will be issued to the contractor with Section I filled in by the government. Upon completion of the work covered by the service order, the contractor shall enter the total estimated cost of the work in Section II in the space "Shop Stock Used". The total cost is to include either established or estimated overhead costs. The total cost may be the best estimate if it is part of a Lump Sum Bid item. The contractor shall enter the date and time that work was started and completed in the appropriate blocks and a brief description of work performed in the space provided. See Figure 6 for an example of this form.

b. Individual Job Orders(Work Level____)

DA Form 4383, Facilities Engineer Work Request. This form will accompany requests for preliminary and detailed cost estimates for individual job orders. It describes the work to be done and pertinent information of the work order. It will indicate approval status of the work order.

DA Form 4286, Facilities Engineering Contract Data
DA Form 2764, Job Planning Work Sheet
DA Form 2702, Bill of Material

When requested by the Contracting Officer, a detailed cost estimate will be prepared using the applicable portion of the forms listed above. The contractor shall fill in Document Number, Description of Work, and the Phase Cost Data(Contract Cost only) on DA Form 4286(See Figure 7). DA Forms 2764 and 2702 will be completed by the contractor in sufficient detail to support the detailed job estimate.

Upon completion of each SO or IJO the original form DA 4287 or DA 4286 will be returned to the Government with the completion date, total cost, and remarks recorded on the form as described above.

COST DATA DOCUMENT FLOW
SERVICE ORDER (Work Level ___)

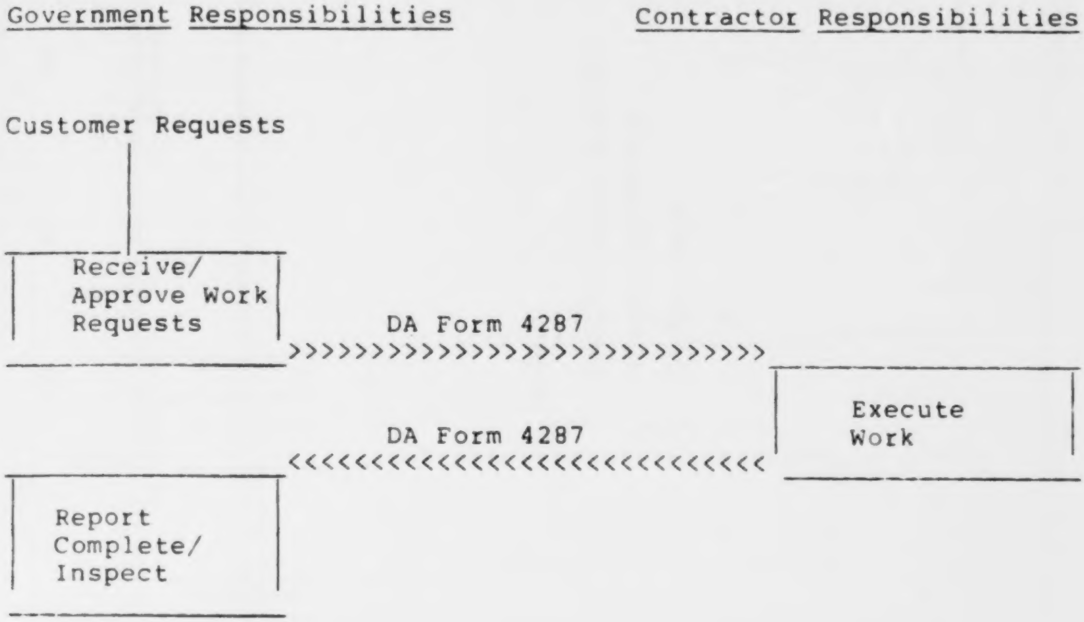

Figure 1

COST DATA DOCUMENT FLOW
INDIVIDUAL JOB ORDER (Work Level ___)

Government Responsibilities		Contractor Responsibilities
Customer Requests		
DA Form 4283		
Work Reception		
	DA Form 4283 >>>>>>>>>>>>>>>>>>>>>>>>>>>>	
		Prepare Preliminary Estimate
	DA Form 4283 <<<<<<<<<<<<<<<<<<<<<<<<<<<<	
Decision To Do Work		
	DA Form 4283 >>>>>>>>>>>>>>>>>>>>>>>>>>>>	
		Prepare Detailed Estimate
	DA Forms 4283, 4286, 2764, & 2702 <<<<<<<<<<<<<<<<<<<<<<<<<<<<	
Approve/ Negotiate Work Order		
	DD Form 1155 or Change Order >>>>>>>>>>>>>>>>>>>>>>>>>>>>	
		Schedule/ Execute Work
	Reports Complete <<<<<<<<<<<<<<<<<<<<<<<<<<<<	
Inspect Report Complete		
Payment	Invoice <<<<<<<<<<<<<<<<<<<<<<<<<<<<	Prepare Invoice

Figure 2

READEX FICHE best copy available

SERVICE ORDER – XFN, XFP

For use of this form, see AR 420-17 and DA Pam 420-6.
The proponent agency is the Office of the Chief of Engineers.

SECTION I

JOB DESCRIPTION

REQUESTER'S NAME	PHONE	LOCATION

APPROVED BY

TRANS CODE	CHANGE	DOCUMENT NUMBER				BUILDING/FACILITY			DATE		PRIORITY
		REQ ID	SERIAL NUMBER	FY	TYPE	NUMBER	SUFFIX	RE CL	REIMB CODE	MO	DA	
1 2 3	4	5 6	7 8 9 10 11	12	13	14 15 16 17 18 19	20 21 22	23	24 25	26 27	28 29	30
X F N												

SHOP CODE	SKILL	TASK CODE	TASK UNITS	REMARKS
31 32 33	34	35 36	37 38 39	40 41 42 43 44 45 46 47 48 49 50 51 52 53 54

SHORT JOB DESCRIPTION	FUNCTIONAL GROUP CODE
55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73	74 75 76 77 78 79 80

TRANS CODE	CHANGE	DOCUMENT NUMBER				OTHER FUND CITATION	COMP CODE
		REQ ID	SERIAL NUMBER	FY	TYPE		
1 2 3	4	5 6	7 8 9 10 11	12	13	14 15 16 17 18 19 20 21 22 23	24 25
X F P	C						

DA FORM 1 AUG 78 4287 EDITION OF 1 FEB 78 WILL BE USED UNTIL EXHAUSTED.

SECTION II – SHOP USE

For use at non-automated installations.

JOB STARTED		JOB COMPLETED		NO. HOURS
DATE	TIME	DATE	TIME	

JOB ORDER REQUIRED	VEHICLE USED	NO. HOURS

WORK PERFORMED

Note:

Shaded Areas Indicate Where Contractor Enters Data

SHOP STOCK USED

SIGNATURE OF WORKER	SIGNATURE OF FOREMAN

Figure 6

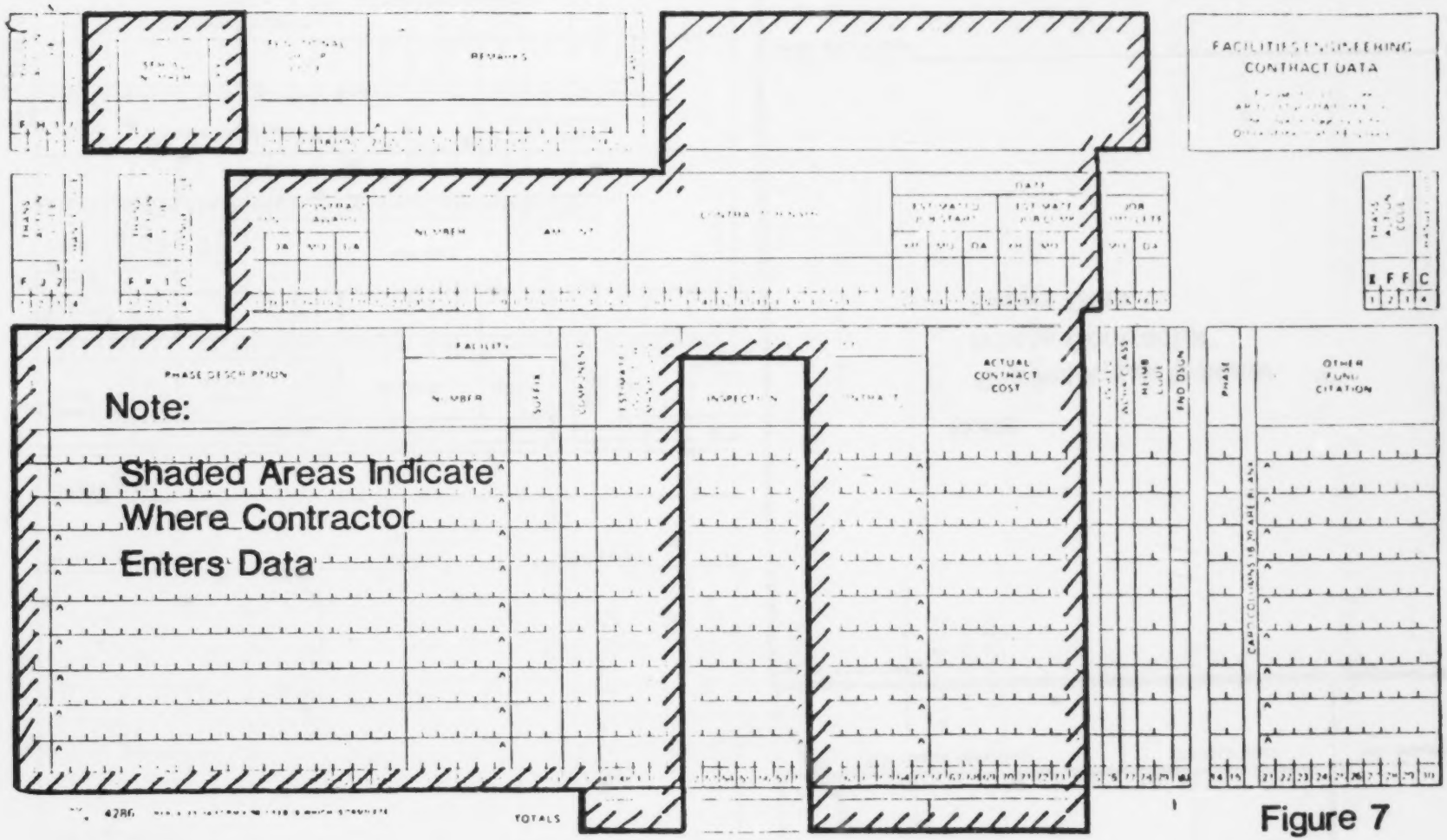
FACILITIES ENGINEERING
CONTRACT DATA
REMARKS
NUMBER
DATE
PHASE DESCRIPTION
FACILITY
NUMBER
SUFFIX
INSPECTION
ACTUAL
CONTRACT
COST
PHASE
OTHER
FUND
CITATION
Note:
Shaded Areas Indicate
Where Contractor
Enters Data
TOTALS

Figure 7

DEPARTMENT OF THE ARMY
OFFICE OF THE CHIEF OF ENGINEERS
WASHINGTON, D.C. 20314

REPLY TO
ATTENTION OF

DAEN-ZCF-M

SUBJECT: Model Installation Program (MIP) Waiver Requests

SEE DISTRIBUTION

1. The purpose of this letter is to distribute information on waiver requests that have been submitted under the Army's Model Installation Program (MIP).

2. Commanders of the Army's model installations are actively requesting waivers of policies and procedures that are considered to inhibit their efficiency. The procedures for sharing information on model installation actions are still evolving; therefore, we have attempted to summarize the waivers received to date that would require legislative action for approval. The enclosed listing is provided for information and use as appropriate.

3. Request that the listing be forwarded to DEHs or FEs involved in the Model Installation Program. Point of contact for this action is Jim Lovo, DAEN-ZCF-M, AV 285-0604.

FOR THE CHIEF OF ENGINEERS:

Edward T. Watling

EDWARD T. WATLING
Chief, Facilities Engineering Division
Office, Assistant Chief of Engineers

Encl
as

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CF:
US ARMY ENGINEER SCHOOL, ATTN: ATZA-TE-EM

ARMY

INFORMATION PAPER

DACA-PMA
11 July 1984

SUBJECT: MIP Requests Requiring Legislative Change

PURPOSE: To provide a listing of the MIP waiver requests received to date that would require legislative action for approval.

FACTS:

-Ft Sill requested a waiver to use O&M funds to purchase Base-Commercial Equipment (BCE) costing more than $3,000 but less than $10,000. (31 USC 1301).

-Ft Sill requested an increase in dollar thresholds (from $2,000 to $25,000) that require incorporation of DOL labor wage rates for construction projects. (Davis Bacon Act)

-Ft Sill requested a change to the threshold triggering requirements (from $2,500 to $25,000) for wage determinations specified by the Service Contract Act. (41 USC 351)

-Aberdeen Proving Grounds (APG) requested an increase in the small purchase threshold from $25,000 to $50,000. (10 USC 2304(a)(3))

-APG and US Army Support Command, Hawaii both requested an increase in the dollar threshold (from $10,000 to $25,000) for issuing project synopses in the Commerce Business Daily prior to soliciting bids. (P.L. 98-72)

-APG requested permission to use the monies made from the sale of forest products or the leasing of agricultural land for purposes other than timber production and land improvements. (10 USC 2665, 10 USC 2667(d), Federal Property and Administrative Service Act of 1949)

-Ft Sill requested an increase in the O&M limits for minor construction projects from $200,000 to $300,000. (This has not yet been passed to OSD)

-Ft Sill requested a change in the procedures for contracting that would allow competition between SBA certified 8(A) firms. (15 USC 637)

MAJ Parkins/45159

Enclosure

AIR FORCE MODEL INSTALLATION REQUESTS REQUIRING LEGISLATIVE RELIEF

1. Waive Public Law 98-72 concerning the mandatory requirement to publish a synopsis in the Commerce Daily Bulletin (CDB) for 15 days prior to the 30 day bid period.

Current Procedure: Now required to publish a project synopsis in the CBD for 15 days prior to going out for the 30 day mandatory bid period. The object of the synopsis is to allow potential bidders the opportunity to see which projects are upcoming.

Proposal: Delete the requirement for a 15 day project synopsis period for all projects under $250,000.

2. Change of $2,500 threshold of the Service Contract Act of 1965 (P.L. 89-286; 41 U.S.C. 351) Section 2(A) to $500,000 (also DAR 12-1000, et al)

Current Procedure: Contractors being awarded service contracts over $2,500 are required to pay at least the wages found by the Secretary of Labor to prevail in the locality.

Proposal: Allow contractors to pay wages as determined by the natural forces of supply and demand in the local area, as is now substantially being done by contractors doing non-governmental service work.

3. Waiver of Subsection (J) of Section 15 of the Small Business Act (as amended) (P.L. 85-536, 95-507) and DAR 1-701(C).

Current Procedure: All proposed acquisitions of supplies or services with an anticipated dollar value of $10,000 or less, which are subject to small purchase procedures, are small business-small purchase set-asides, unless the contracting officer is unable to obtain at least two competitive small business bids.

Proposal: Compete all acquisitions with large and small businesses and award to the lowest price.

4. Suspend the Davis-Bacon Act (46 Stat. 1494, as amended; 40 U.S.C. 276A). Also DAR 18-703.1 et al)

Current Procedure: Contractors being awarded construction contracts over $2,000 are required to pay their laborers and mechanics wages as determined by the Secretary of Labor to be prevailing for the corresponding classes of laborers and mechanics employed on similar work in the local area.

Enclosure

Proposal: Allow contractors to pay wages as determined by the natural forces of supply and demand in the local area, as is now substantially being done by contractors in non-governmental construction work.

5. Request the 180-day life of a construction wage determination be changed to a full year life. (DAR 18-704)

Current Procedure: The Department of Labor issues construction wage determinations for a period of 3 to 6 months.

Proposal: Obtain determinations with a one-year life.

6. Waive requirement to synopsize in the Commerce Business Daily all proposed contracts over $10,000. (DAR1-1003.1)

Current Procedure: Required to synopsize all proposed contracts over $10,000.

Proposal: Synopsize all proposed contracts over $25,000.

7. Eliminate the requirement for submission of payrolls. DAR 7-602.23 (A) (IV) and AF DAR Sup 18-74.1 (B) (1) (E) (II).

Current Procedure: Payrolls must be submitted on all construction contracts with a dollar value of $2,000 or more. Payrolls on the prime contractor and all subcontractors are required to be submitted on a weekly basis.

Proposal: Eliminate the submission of construction contract payrolls unless specifically requested by the contracting officer. In lieu of payrolls, require the contractor to certify all requests for payment that all laborers, mechanics and suppliers due monies against this contract have been paid in full.

8. Waiver to Defense Acquisition Regulation (DAR) 1-705.5, to allow the contracting division to compete 8(A) services and construction requirements with 8(A) qualified firms.

Current procedure: The Small Business Specialist (SBS) identifies requirements suitable for placement with the Small Business Administration under the Section 8(A) Program. The contracting officer negotiates with the single source identified by SBA. If a mutual price is agreed upon, a contract is awarded.

Proposal: SBA selects three (3) or more 8(A) sources. The contracting officer will compete the requirement by advertising or negotiating with the SBA identified sources. The resultant contract will be reported as a competitive award. This will reduce the administrative burden of the acquisition.

9. Waiver of Public Law 92-583, Section 904, concerning the negotiation of contracts for architectural and engineering services.

Current Procedure: We are now required to choose and rank three qualified A-E firms. Negotiations are then conducted with the highest ranked firm. If a fair and reasonable price cannot be negotiated with that firm, negotiations are conducted with the second ranked firm, and so forth.

Proposal: To continue the current method of selection of qualified firms by selection boards; however, we propose to instill competitive procedures thereafter by allowing the three top-ranked firms to submit competitive bids on proposals for the work.

10. Waive the requirment to use cash management to pay vendor invoices. (OMB Circular A-125)

Current Procedure: Accounting and Finance holds payment to vendors and contractors for up to 30 days after receipt of invoices. Delay in payment results in additional manhours spent to establish a suspense system and in researching and responding to vendor complaints. Prior to the implementation of cash management, vendors normally submitted invoices on a monthly basis, even though deliveries were made several times per month. Since the implementation of cash management, vendors more often than not submit invoices after each delivery. This practice increases the number of invoices submitted to AFO.

Proposal: Invoices will be paid within five days of receipt in accounting and finance.

11. Waiver to 10 USC 2733, waiver authority restrictions for claims

Current Procedure: Current law restricts the base level SJA's approval authority for certain pro/antigovernment claims, and also requires seven-point memoranda for all claims above $2,500 because an AF Form 1156 is required.

Proposal: Request judge advocate be authorized to approve and disapprove certain government claims up to $15,000.

Enclosure

NAVY
MODEL INSTALLATIONS PROGRAM INITIATIVES
REQUIRING
LEGISLATIVE CHANGES OR FEDERAL AGENCY WAIVERS

1. Legislative change to allow proceeds from the sale of excess real property to be credited to the operating account of the Service holding the plant account.

2. Legislative change to lift Congressional constraint on the number of sedans which may be purchased by local activities.

3. Waiver of Federal Property Management Regulations requiring GSA approval before entering into commercial leases for all administrative vehicles.

4. Waiver of Federal Property Management Regulations requiring issuance of Motor Vehicle Operator's ID Card (SF46) to all civilians with valid state licenses. Proposed waiver would be intended for use in operating vehicles up to an including one-ton pickup trucks.

MARINE CORPS

REGULATORY/STATUTORY RELIEF RECOMMENDATION

Regulatory/Statue Number	Proposed Change	Rationale
FAR 13.404	Change dollar value limitations on imprest fund of $150 and $300 per transaction depending on urgency to $1000 per transaction regardless of urgency.	Reduces overhead costs, provides more responsiveness to customers, and entices more local small business to deal with government.
PL98-72	Delete requirement for a 15 Day synopsis period for all procurements under $25,000.	Reduce time to award contracts.
FPM, Section 9-4C, Chapter 300, Sub-Chaper 8; as mod. by FPM Supp 296-33	Change oral detail authority from 30 to 89 days.	Provide management flexibility to react to workload changes and priorities without time delays by writing SF-52's. Reduce overhead costs.
FY1981 Defense Appropriations Act	Remove Manpower Ceilings placed on Cooperative Engineering Program and reduce emphasis on only hiring from scientific and technical fields.	Provides quality employees in administrative as well as engineering positions.

MARINE CORPS

REGULATORY/STATUTORY RELIEF RECOMMENDATIONS

Regulation/Statute Number	Proposed Change	Rationale
DODI 4500-36R	Allow Commanders to lease for indefinite periods of time, appropriate numbers and types of vehicles to Facilities Maintenance Departments to increase workforce efficiency.	Insufficient numbers and type of vehicles cause ineffective scheduling of work and inefficient use of inspection, planning and estimating and shop personnel. Extended leasing capability provides the Commander with flexibility to manage effectively and efficiently.
FPM 550-7	Allow standby pay to journeymen as a means of compensating them for making their services available in emergency situations occurring in other than regular duty hours.	Standby pay represents the most efficient use of resources to provide timely, reliable maintenance support under emergency conditions.

MARINE CORPS

REGULATORY/STATUTORY RELIEF RECOMMENDATIONS

Regulation/Statue Number	Proposed Change	Rationale
DOD Appropriation Act	Waiver civilian ceiling control.	Afford installation commander more flexibility in managing the mix of civilian personnel.
DOD Appropriation Act	Eliminate fencing of monies.	Provide the installation commander more flexibility in managing funds (e.g. use O&MMC funds for procurement if need arised).
OBM Circular A-76	Waiver cost comparison portion of CA with a validated savings in functional area under study which is equal to or greater than the current DOD average for CA study savings (Now 27%).	Allow the installation commander to implement an MEO without having to incur the expense associated with conducting a cost comparison.
Defense Acquisition Regulation	Grant unlimited purchase authority based upon an auditable economic analysis.	Savings in procurement by not having to use prescribed supply channels.
Chapter 53, Title 5, USC Sec 5343(d) Monroney Admendment	Repeal this Admendment.	When labor rates for one industry are fixed in a larger employment area than where they will be applied, all other wage rates in the smaller employment area are inflated.
OPM Job Rating Standards for Supervisors	Deemphasize the number of people supervised for wage grade supervisors.	The current emphasis on the number of personnel supervised for wage grade supervisors, acts as a discentive to streamline the workforce.

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MARINE CORPS

REGULATORY/STATUTORY RELIEF RECOMMENDATIONS

Regulation/Statue Number	Proposed Change	Rationale
Service Contract Act	Repeal this act.	Increased labor savings.
Davis-Bacon Act	a) Repeal this act. or b) Raise the limit for facilities maintenance projects that are subject to this act (current threshold $2000).	Increased labor savings. Increased savings in labor costs associated with facilities maintenance.

MARINE CORPS

REGULATORY/STATUTORY RELIEF RECOMMENDATIONS

Regulation/Statute Number	Proposed Change	Rationale
Prompt Payment Act (P.L. 97-177) as implemented by OMB Circular No. A-125 of Aug 19, 1982	Delete reporting requirements	Reduce paper work/reports
Inspector General Act of 1978 as implemented by DOD inst 7600.1	Simplify reporting requirements	Reduce paper work/reports. The end result which is a semiannual report to Congress does not appear to be cost effective.
Government Pension Plans Public Law 95-595 and Executive Order 12117 implemented by SECNAV INST 5300.22A	Delete reporting requirements	The data is costly to collect and validate. Difficult to conclude it is cost effective.
Trade Agreements Act (P.L. 96-39)	Delete reporting requirements	Reduce paperwork/reports

Enclosure

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MARINE CORPS

REGULATORY/STATUTORY RELIEF RECOMMENDATIONS

Regulation/Statue Number	Proposed Change	Rationale
DODI 7040.5 (Section 1301 of Title 31 United States Code)	The dollar threshold for items be eliminated and only those items designated for centralized item management be classified as investments.	The use of Procurement appropriations for minor expense items is burdensome and inefficent, and has an adverse impact on a commander's flexibility and responsiveness.

MARINE CORPS

REGULATORY/STATUTORY RELIEF RECOMMENDATIONS

Regulation/Statute Number	Proposed Change	Rationale
Sec 138(c)(2), Title 10, USC	Amend sec 138(c)(2) of Title 10, USC to permit the Secretary concerned to manage civilian employment levels within fiscal or program limitations.	Sec 788 of the FY83 DOD Appropriations Act directed that none of the funds of the Act may be used to impose civilian personnel ceilings on DOD industrially-funded activities during FY83. The DOD has been directed to manage industrial-funded activities in FY84 as though there were no ceilings until Congress takes final action on the matter. If the provisions of Sec 788 were extended to the military, the Secretaries having jurisdiction over the Armed Forces could manage civilian employment levels without artificial statutory personnel ceilings. The services will rely on the Planning, Programming and Budgeting System (PPBS) and accounting processes to identify personnel requirements and achieve employment discipline. This amendment is being sponsored by the Department of the Air Force under AFL10007 as a legislative proposal for the Department of Defense Legislative Program for the 98th Congress and should be supported by the Marine Corps.

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Enclosure

MARINE CORPS

REGULATORY/STATUTORY RELIEF RECOMMENDATIONS

Regulation/Statute Number	Proposed Change	Rationale
The Federal Property and Administrative Services Act	Exempt items generated as a result of qualified recycling programs from going through the reuse, transfer, and donation (R/T/D) cycle prior to sale.	Activities must make a concerted effort to recycle scrap material which would normally be disposed of as a waste. Revenues generated from the sale of these items go back to the activity for MWR and other purposes. When these items go through the R/T/D cycle prior to being eligible for sale, the incentive to recycle is lost.

MARINE CORPS
REGULATORY/STATUTORY RELIEF RECOMMENDATIONS

Regulation/Statute Number	Proposed Change	Rationale
DODINST 7250.10 DOD DIRECTIVE 7250.5	Increase the dollar threshold for reprogramming actions requiring DOD approval.	The reprogramming threshold for M&O appropriations has been set at $5.0 million for at least 10 years. However, since 1980 O&M funds authorized for the Marine Corps have tripled with no corresponding increase to the reprogramming threshold. The reprogramming threshold for O&M appropriations needs to be increased to at least $10 million in order to keep pace with the growing Marine Corps budget and provide the flexibility needs for efficient budget execution.
N/A	Discontinue establishment of unique program elements.	The accounting system becomes too cluttered with unique program elements which have been established for the sole purpose of identifying expenses involved in "special interest" areas.

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MARINE CORPS

REGULATORY/STATUTORY RELIEF RECOMMENDATIONS

Regulation/Statute Number	Proposed Change	Rationale
Appropriations Act	For annual level-of-effort (LOE) type contracts, allow the funds cited to be available for the life of the contract regardless of when it was awarded.	In order to synchronize the contracting and budget execution processes, annual LOE contracts (e.g. repairs, maintenance) must either be awarded on 1 October each year so that funds will be available for the life of the contract or awarded later in the year and "splitfunded." The first method creates a rush every October to get contracts awarded. The second alleviates this problem, but complicates budgeting and accounting. For best results, funds should be available for one year from contract award even if it crosses fiscal years.

DEPARTMENT OF THE ARMY
OFFICE OF THE CHIEF OF ENGINEERS
WASHINGTON, D.C. 20314

4 JUN 1984

REPLY TO
ATTENTION OF:
DAEN-ZCF-U

SUBJECT: Maintenance and Repair Project Submission

SEE DISTRIBUTION

1. The purpose of this letter is to provide instructions on preparation of maintenance and repair project documents. This guidance applies to OMA & Family Housing repair projects either manually or electronically prepared.

2. The enclosure provides guidance for preparation of maintenance and repair projects for submission to this headquarters.

3. The DD 1391 Processor of the PAX system has been changed to incorporate an option for maintenance and repair projects.

4. The use of the PAX system for maintenance and repair projects is under test. Any recommendations for improvement to the submission process should be forwarded to this headquarters, ATTN: DAEN-ZCF. It is recommended that when a maintenance and repair project is forwarded to this headquarters using the PAX system, that a PAX mail message be sent to V3MPO giving the form number of the project.

5. For projects submitted using the PAX system, an official message or letter will be forwarded to DAEN-ZCF requesting approval of the project. The message should also contain a funding statement. Project review will not be delayed awaiting the official request for approval, however the DA approval message will not be sent until the official request is received.

FOR THE CHIEF OF ENGINEERS:

Edward T. Watling

EDWARD T. WATLING
Chief, Facilities Engineering Division
Office, Assistant Chief of Engineers

1 Encl
as

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US Army Ballistic Missile Defense Program Office
US Army Military District of Washington
US Army Western Command
Military Traffic Management Command
US Army, Japan
Eighth US Army (Korea)

SUPERINTENDENT
US Military Academy

PROJECT SUBMISSION

1. General:

For those real property facility (RPF) maintenance and repair projects that exceed the MACOM commander approval authority, request for approval will be forwarded through command channels to HQDA (DAEN-ZCF) WASH DC 20314 as the need arises. The request for approval will be supported by documentation as hereinafter specified.

2. Project Submission:

a. Method:

Projects may be submitted as normal using mail or may be submitted using the M&R option of the 1391 processor on the PAX system.

b. Documentation: Projects forwarded to HQDA for approval will be supported by the following:

(1) DD Form 1391.
(2) Detailed Cost Estimate.
(3) Decision Analysis. (Formerly "Engineering Analysis with Consideration of Economic Factors").
(4) Operational Necessity Statement.
(5) Statement that MACOM has technically reviewed and approved the project.
(6) Copy of any other documents necessary to support the project, e.g., Engineer Reports, location sketch, etc.

c. DD Form 1391:

Instructions for completion of the DD Form 1391 are contained in Appendix A.

d. Detail Cost Estimate:

The cost estimate will be prepared in sufficient detail to:

(1) Indicate the scope of direct in-house and contract work, quantities, and unit cost, and breakdown between funded and unfunded project cost. **Do not use lump sum entries except for minor items.**

(2) Permit review of the information in Blocks 9, 10, and 11 of the DD 1391.

e. Decision Analysis:

The purpose of this document is to provide a clear disclosure of the decision making process used to reach the proposed project scope. This document is for executive level review and therefore must be concise. Factors and considerations which must be discussed in this document include:

(1) Background. Brief description of the facility and its major components, past and present use, when constructed, type of construction, etc.

(2) Site investigation, laboratory measurements, etc.

(3) Facility conditions, including specific description of facility defects, and their severity and extent of occurrence.

(4) Causes, or probable cause of the problem.

(5) Alternate designs with estimated costs and life cycle economic analysis. Include only reasonable alternatives. Service life of each alternative, and future maintenance costs for each alternative, must be include in the economic analysis to determine the effect of future M&R budgets. Discus mission impact of each alternative. Economic analysis will be in the present worth format.

f. Operational necessity:

The purpose of this document is to justify continued use of the facility, based upon mission requirements and considering availability of alternative facilitie and modes of accomplishment. Preparation of this document is normally a user responsibility. This document must provide a clear picture of the operational need for the facility, and must cover the following points:

(1) Assigned missions.

(2) Need for the facility based on space utilization studies, averag daily traffic, outloading studies, and etc.

(3) Consideration of alternate facilities and/or modes of operation.

(4) Relationship of this project to other maintenance, repair and construction projects which support this mission/operation.

g. Each project forwarded to HODA will contain:

(1) A statement by the MACOM that the project has been reviewed by the MACOM, and has been technically approved by the MACOM. This statement should be forwarded by message when the project is submitted on the 1391 processor.

(2) A statement on how and when the project will be funded.

3. Executive Level Documentation:

[illegible] documents included in the DA executive level decision package are the DD Form 1391, Statement of Operational Necessity, and the Decision Analysis. These documents must be complete and stand alone without supporting references.

Appendix A
Preparation of the DD Form 1391
for Maintenance and Repair Projects

Data will be shown on the DD 1391 in accordance with the following:

Block 1 Component - Army
Block 2 Date - Date prepared and/or last revision date
Block 3 Self explanatory
Block 4 Self explanatory
Block 5 Program Element - Show FY that repair or maintenance work will begin and type of funds being used (i.e., FYXX-OMA)
Block 6 Self explanatory
Block 7 Locally assigned project number (maximum 7 Digits)
Block 8 Project funded cost
Block 9 a. List all major components giving quantity and unit cost. Lump sum cost are to be used in rare cases where unit price would have no meaning.
b. List contingency with factor shown and show cost in cost column only.
c. List SIOH and factor with cost shown in cost column.
d. Show total funded cost.
e. Show design cost and associated projects as unfunded costs.

Note: Contingency factors greater than 10% and SIOH greater than 6.5% must be justified in paragraph 1 (General) of detailed justification paragraphs.

Block 10 Description of proposed construction.
a. Provide brief executive type summary of project scope to include cost per SF for building.
b. Describe existing facility (s) as to age, type construction, repair history and condition of major components.
Block 11 Requirements.
a. Total requirement (i.e., SF, TON, LF), Existing substandard, existing substandard to be corrected by this project.
b. Description of deficiencies - This is where your classification of failed or failing is justified. An example would be:
The windows are failed as characterized by rotted wooden members, inability to hold paint, warped sashes and inoperable hardware. Be sure to cover all major components included in block 10 and the detailed cost estimate.
c. **Scope of Associated projects - Provide very brief summary of associated work and if a cat code conversionis involved.**
d. Impact if not provided - Provide realistic evaluation of consequences if not provided. Safety and environmental hazards and mission shortfalls should be discussed here.

Detailed Justification paragraphs. These 18 paragraphs are intended to provide detail to explain or support statements in the DD 1391. Repeating information in the DD 1391 is not necessary and should be kept to a minimum. Paragraphs not

adding to the justification of the project, with the exception of paragraphs [illegible] and 5, may be deleted. The following is a brief description of the data that should be contained within these paragraphs.

a. Paragraph No. 1. General. Used for background information to support generalized statements in the DD 1391.

b. Paragraph No. 2. Accommodations now in use. This paragraph is required and should provide information on Total capacity required, the existing capacity, general condition of facilities and how data was acquired (i.e., space utilization study conducted in FYXX or Engineering Analysis).

c. Paragraph No. 3. Analysis of Deficiency. Provides description of failed or failing condition and an analysis of the probable causes.

d. Paragraph No. 4. Consideration of Alternatives. This paragraph is not required and is replaced by The "Decision Analysis".

e. Paragraph No. 5. Criteria for Proposed Construction. This paragraph establishes what current day standard is being used for classifying work.

f. Paragraph No. 6. Program for Related Furnishing and Equipment. This paragraph is normally not required.

g. Paragraph No. 7. Disposal of Present Assets. Should be used when disposing of high dollar value items (i.e., copper, slate, silver in photolab plumbing) otherwise not required.

h. Paragraph No. 8. Survival measures. This paragraph is not required.

i. Paragraph No. 9. Summary of Environmental Consequences. Normally this paragraph is not required, however whenever a hazardous material or sensitive environmental issue is involved a brief explanation should be provided.

j. Paragraph No. 10. Evaluation of Flood Hazards or Encroachment on wetlands. Include only when applicable.

k. Paragraph No. 11. Economic Justification. Not required since this is included in the "Decision Analysis".

l. Paragraph No. 12. Utility and Communications Support. Include only if needed to justify the repair.

m. Paragraph No. 13. Preservation of Historic Places and Archeological Sites. The intent of this paragraph is to provide information on what features are considered historic, coordination made with SHPO's, and MOU's concerning repairs or materials for the facility.

n. Paragraph No. 14. Project Development Brochure. Not required for repair projects.

o. Paragraph No. 15. Energy Requirements. Include this paragraph if a significant increase or decrease will result from the repair project.

p. Paragraph No. 16. Provisions for the handicapped. If provision for the handicapped is being made where it did not exist an explanation of the action being taken and the rationale for classifying the work as repair will be provided. Remember, to be repaired, something must exist and be failed or failing.

q. Paragraph No. 17. Real Property Maintenance Activity (RPMA) Analysis. Include when a significant reduction or increase in operating cost or BMAR will result. This can be extracted from the "Decision Analysis".

r. Paragraph No. 18. Commercial Activities. Not required for repair projects.

s. Special Requirement Paragraph #1. This paragraph will be used for the Operational Necessity Statement.

t. Special Requirement Paragraph #2. This paragraph will be used for the Decision Analysis (previously Engineering Analysis with Economic Considerations).

u. Special Requirement Paragraph #3. This paragraph will be used for the detailed cost estimate.

3

04

DEPARTMENT OF THE ARMY
OFFICE OF THE CHIEF OF ENGINEERS
WASHINGTON, D.C. 20314

REPLY TO
ATTENTION OF:

DAEN-ZCH-S

30 APR 1984

SUBJECT: Commercial Activities (CA) Program Guidance for Housing Activities

SEE DISTRIBUTION

1. Reference:

a. DAEN-ZCH-S letter, dated 27 May 83, SAB, with one enclosure and DACA-RMC 1st Indorsement, dated 6 Jun 83.

b. DACA-RMA letter, dated 16 Dec 83, subject: Policy and Procedures for the Sharing of Authorized Civilian Manpower Space Savings and Associated Salaries Obtained From Selected Efficiency Programs.

2. Enclosure to reference a provided current Army policy delineating the contractibility and noncontractibility of installation Housing functions for use during CA management studies and in the development of the composition of the Housing functional area chief's staff. In accordance with this policy, the responsibility for the overall performance of the Housing functions will not be assigned to the contracting officer but will be vested in the installation staff member(s) designated as the "functional area chief's staff" for Housing, hereafter referred to as "staff." Adequate staffing and expertise must be provided to perform those Housing functions that are the responsibility of the Government under either mode of operation, contract or in-house.

3. Installations currently under CA cost study must ensure a "staff" with Housing expertise is identified during the Management Study. To ensure compliance with this requirement, Schedules X for the "staff" are to be prepared early in the study. It is requested that a copy of the Schedules X be provided to HQDA DAEN-ZCH-S. This procedure will identify and determine the size of the "staff" and will be used by HQDA to develop a Army housing staffing guide for organizations operating under a predominately contract mode.

DAEN-ZCH-S
SUBJECT: Commercial Activities (CA) Program Guidance for Housing Activities

10. Request this letter be disseminated to all installations as Army policy for implementing the CA Program in the Housing functional area. Point of contact for this action is Mr. Richard Smith, DAEN-ZCH-S, AV 285-0969, 71, 72.

FOR THE CHIEF OF ENGINEERS:

BG USA

for N. G. DELBRIDGE, JR.
Major General, USA
Assistant Chief of Engineers

DISTRIBUTION:

COMMANDERS:
US ARMY MATERIEL DEVELOPMENT & READINESS COMMAND, ATTN: DRCIS
US ARMY INTELLIGENCE & SECURITY COMMAND, ATTN: IALOG-I
US ARMY COMMUNICATIONS COMMAND, ATTN: CC-ENGR
US ARMY MILITARY DISTRICT OF WASHINGTON, ATTN: ANEN
US ARMY HEALTH SERVICES COMMAND, ATTN: HSLO-F
MILITARY TRAFFIC MANAGEMENT COMMAND, ATTN: MT-SA
US ARMY FORCES COMMAND, ATTN: AFEN
US ARMY WESTERN COMMAND, ATTN: APEN
US ARMY TRAINING & DOCTRINE COMMAND, ATTN: ATEN
SUPERINTENDENT
US MILITARY ACADEMY, ATTN: MAEN-A

DEPARTMENT OF THE ARMY
OFFICE OF THE COMPTROLLER OF THE ARMY
WASHINGTON D C 20310

REPLY TO
ATTENTION OF

DACA-RMA

16 DEC 1983

SUBJECT: Policy and Procedures for the Sharing of Authorized Civilian Manpower Space Savings and Associated Salaries Obtained from Selected Efficiency Programs

SEE DISTRIBUTION

1. References: See enclosure 1.

2. Purpose. To provide policy and procedures for implementing the sharing of savings concept announced by the Vice Chief of Staff, Army in reference a (enclosure 2).

3. Applicability.

a. All Army organizations participating in the Commercial Activities (CA), Army Performance Oriented Reviews and Standards (APORS) or Defense Regional Interservice Support (DRIS) programs.

b. Only authorized civilian manpower spaces and related civilian manpower salaries.

4. Exemptions to Sharing of Savings.

a. All military space savings return to HQDA.

b. Joint and Defense Activities.

c. Army Industrial Fund (AIF) (see para 7a(4) below.)

5. Sharing of Savings Objectives.

a. To improve the efficiency and effectiveness of the Army.

b. To improve the Army's posture in competing with other Services for civilian manpower spaces to be allocated by OSD.

c. To provide HQDA, MACOMs, and installations/organizations with a "source" of manpower spaces to satisfy the majority of their own initiatives and valid high-priority, "out-of-cycle" civilian manpower requirements.

6. Definition of Savings--Specifically For the Savings Sharing Policy. Any authorized civilian manpower spaces and associated salaries identified for reallocation from an activity, function, work center, etc., as a result of studies conducted under the CA, APORS, or DRIS programs.

7. Policy for sharing savings.

a. General.

(1) Effective FY 84, authorized civilian manpower spaces and related salaries saved from the CA, APORS, or DRIS programs will be shared by HQDA, MACOMs and achieving installations/activities using the following percentages:

(a) 30% - returned to HQDA (for reallocation to high-priority requirements as determined at HQDA).

(b) 35% - retained by MACOM Hqs.

(c) 35% - retained by achieving installation/organization.

(2) MACOM Hqs and achieving installations/organizations will program allocate their savings against their valid high priority requirements or initiatives as determined by their respective Commanders.

(3) Reallocation of civilian manpower space savings requires the reallocation of related civilian manpower salaries.

(4) Under the current civilian ceiling exemption being tested in Army Industrial Funded (AIF) Activities, civilian spaces saved within AIF Activities can only be reapplied to AIF Activities. Savings achieved within AIF Activities will be reported in the EEMI display and in accordance with paragraph 8 below. While the ceiling exemption is in effect, HQDA will not withdraw its 30 percent share from AIF Activities.

(5) Savings will be credited only to the specific program in which they are achieved (i.e., MACOMs/installations/organizations cannot credit CA achieved savings to the CA program)

DACA-RMA 16 DEC 1993

SUBJECT: Policy and Procedures for the Sharing of Authorized Civilian Manpower Space Savings and Associated Salaries Obtained from Selected Efficiency Programs

b. Army Performance Oriented Review and Standards (APORS) Program.

(1) Under Defense Guidance the Army is required to show in its program where anticipated APORS savings will be realized and where these spaces are to be reapplied. As a result of this guidance, HQDA adjusted MACOMs' FY 84-88 civilian manpower and associated dollar programs in anticipation of APORS savings. These adjustments will not be reversed. The shared savings program will apply to the Nov 82 PBG adjustment as outlined below:

(a) MACOMs and installations will retain 100% of achieved savings equal to each fiscal level adjusted by the Nov 82 PBG (see FY 84 and 85 examples below).

(b) If more savings are achieved than shown in the Nov 82 PBG, they will be shared using the 30/35/35 ratio outlined in para 7a(1) above (see FY 86 example below).

(c) Savings will be credited only to the fiscal year in which they are achieved.

Examples:

	FY 84	FY 85	FY 86
MACOM Nov 82 PBG adjust	-200	-100	-300
MACOM achieved savings	200	50	400
DISTRIBUTION OF SAVINGS:			
HQDA	None	None	30
MACOM Hqs 1/	100	25	185 2/
Instl/org 1/	100	25	185 2/
TOTAL	200	50	400

1/ Example assumes that MACOM Commanders allocated the PBG adjustment equally between MACOM Hq and installation/organization.

2/ Total spaces retained by the MACOM HQs and installation/organization were derived by sharing the PBG adjustment and the 100 space savings achieved above the PBG adjustment - i.e., 50% of the 300 space reduction = 150 spaces, and 35% of the 100 space savings = 35, for a total retention of 185.

(2) HQDA POC for the APORS program is the Office of the Director of Resource Management, Office, Comptroller of the Army, AV 225-1120 or Commercial 202-695-1120.

16 DEC 1983

DACA-RMA
SUBJECT: Policy and Procedures for the Sharing of Authorized Civilian Manpower Space Savings and Associated Salaries Obtained from Selected Efficiency Programs

c. Commercial Activities Progam.

(1) Based on a change in Defense Guidance, HQDA no longer programs reductions of civilian manpower spaces in anticipation of conversions to contractor performance through the CA program. Reallocation of manpower spaces and salaries saved through the CA cost study process will be accomplished only after cost studies have reached final decisions (i.e., final decision clearance has been issued by HQDA). At that time reallocation will be under the shared savings plan announced by reference a and as follows:

(2) Savings will be based on announced authorizations which will be adjusted only for:

(a) Statutory changes, such as guards and firefighters removed in FY 83-85 from cost study.

(b) Policy changes by OMB, OSD, or HQDA such as contractibility and noncontractibility of accountable officer functions.

(c) Non-workload related reductions applied across the board at the installation.

(d) Implementation of preliminary management studies, QRIP actions, etc., NLT 6 months before solicitation was issued.

Audit trail must be shown for all changes from "announced" to "final decision" authorization in the decision summary submitted to DACA-RMC.

(3) FY 82 and prior years' cost study decisions and schedules will not be considered in the shared savings plan since reductions, for those schedules have already been taken. HQDA will continue the policy of replacing (with civilians) those military spaces contained in the in-house decisions from those schedules as appropriate and under the most efficient organization prescribed by the CA management study. Funds in CA PDIPs to pay for these spaces were placed in the appropriate MACOM core PDIP and reflected in the May 1983 PBG. No additional funding to support those schedules will be furnished by HQDA.

(4) For those in-house decisions reached after 1 October 1983 for FY 83 and subsequent cost study schedules, the replacement of military manpower with civilians will be shared as follows:

(a) 30 percent will be provided by HQDA.

(b) 70% will be provided by MACOMs and installations/organizations.

DACA-RMA 16 DEC 1983

SUBJECT: Policy and Procedures for the Sharing of Authorized Civilian Manpower Space Savings and Associated Salaries Obtained from Selected Efficiency Programs

Small MACOMs may experience some problems with this methodology; in that event, the problems will be addressed on a case by case basis.

(5) The shared savings percentages will apply to decisions reached after 1 Oct 83 from the CA cost study schedules for FY 83 and subsequent years. HQDA, MACOM, and installations will share civilian manpower space savings as described in para 7a(1) above.

(6) Military manpower space reductions associated with the FY 83 CA cost study schedule were deleted from the field TDA in FY 83. Military manpower space reductions associated with the FY 84 cost study schedule will be deleted from the field TDA in FY 85. These reductions will not be reversed; however, the Army policy concerning future reductions has changed. Beginning with cost studies which have not had prior PBG transactions, military manpower savings will not be reprogramed until after the cost study is implemented. As actual savings are identified in CA cost study decision packages, these spaces will be reallocated by HQDA. Funds to pay for the military level of effort through FY 85 are displayed in HQDA FDIP 1T4C. Funds to replace the military level of effort in FY 86 and subsequent years will be programed by HQDA.

(7) Effective FY 84, HQDA will provide the necessary level of funding required to pay for the 70% of civilian manpower spaces "freed-up" for reallocation to MACOM/installation's high priority requirements, and will leave the funds at the installation to pay for the functional areas being contracted.

(8) HQDA's POC for the CA program is the Commercial Activities Division, Office of the Director of Resource Management, Office, Comptroller of the Army, AV 227-8062 or Commercial 202-697-8062.

d. Defense Regional Interservice System (DRIS) Program. The savings sharing program for DRIS actions will be implemented based upon the effective date of a signed support agreement. For the purposes of the DRIS program, the following terms are used synonomously: "year of execution, first 12 months, current year, first year and first whole year."

(1) DRIS savings pertain only to the Army portion of shared and credited savings resulting from intra- and interservice support agreements (ISA).

(2) Achieving installations/organizations will retain 100% of manpower saved throughout the first twelve (12) months following the effective date of the agreement. After that period, HQDA and MACOMs will share authorized civilian manpower and salaries using the sharing percentages in paragraph 7a(1) above. For example, if an agreement is signed with an FY 83 "effective date" of 31 Aug 83, the MACOM/installation/organization retains 100% of the savings through 31 Aug 84.

(3) HQDA POC for the DRIS program is the Office of the Director of Resource Management, Office, Deputy Chief of Staff for Logistics, AV 224-6729 or Commercial 202-694-6729.

e. National Foreign Intelligence Program (NFIP) (less AMS Codes 385128, 385298, 385398). The sharing of savings program will be applied to NFIP as follows:

(1) Savings achieved within NFIP Activities can only be reapplied to NFIP Activities. If achieving organizations do not have valid NFIP requirements for the "freed-up" NFIP civilian manpower savings, spaces and associated salaries will be returned to HQDA for reallocation to other Army NFIP requirements. HQDA will reallocate its 30% share of NFIP spaces to other Army NFIP activities.

(2) All savings achieved within NFIP Activities will be reported in EEMI displays and in accordance with paragraph 8 below.

(3) HQDA POC for the National Foreign Intelligence Program is Office, Assistant Chief of Staff for Intelligence, Plans, Program and Budget Office, AV 225-5001, or Commercial 202-695-5001.

8. Reporting Procedures.

a. CA, APORS and DRIS reports will be submitted through the Army's "Economies, Efficiencies and Management Improvements (EEMI)" program. Instructions for these reports—which will be in the form of "Exhibits" that are used to develop the Army's submission for The President's Budget—will be forwarded separately.

b. Savings reported through EEMI displays should be reconciled with MACOMs' COB and PARR displays (e.g., Manpower, OMA, etc.), as well as other out-of-cycle reports, i.e., Commercial Activities Report RCS CDA 96, and DRIS DD Form 1144. The APORS information shown at enclosure 3 will be forwarded to HQDA as as part of the EEMI data displays, Schedule 20.

c. HQDA POC for the EEMI program is the EEMI Project Management Office, Office of the Director of Management, Office, Comptroller of the Army, AV 227-3360, Commercial 202-697-3360.

DACA-RMA 16 DEC 1983

SUBJECT: Policy and Procedures for the Sharing of Authorized Civilian Manpower Space Savings and Associated Salaries Obtained from Selected Efficiency Programs

9. HQDA POC for the civilian manpower program is DAPE-MBC, Office, Deputy Chief of Staff for Personnel, AV 225-6596, Commercial 202-695-6596.

10. This policy will be reflected in the next change to AR 570-4.

FOR THE COMPTROLLER OF THE ARMY:

Encls

JACK C. STRICKLAND
Director of Resource Management

DACA-[illegible]

SUBJECT: Policies and Procedures for the Sharing of Authorized Civilian Manpower [illegible] Savings and Associated Salaries Obtained from Selected Efficiency Programs

DISTRIBUTION:

ASST SECRETARY OF THE ARMY (INSTALLATIONS, LOGISTICS & FINANCIAL MANAGEMENT)
ASST SECRETARY OF THE ARMY (MANPOWER AND RESERVE AFFAIRS)
PROGRAM ANALYSIS AND EVALUATION DIRECTORATE
DEPUTY CHIEF OF STAFF FOR OPERATIONS AND PLANS
DEPUTY CHIEF OF STAFF FOR PERSONNEL
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  US ARMY TRAINING AND DOCTRINE COMMAND
  US ARMY WESTERN COMMAND
  US ARMY JAPAN
  US FORCES, KOREA/EIGHTH US ARMY
SUPERINTENDENT
  US MILITARY ACADEMY

SHARING OF SAVINGS REFERENCES

1. Letter, HQDA, Vice Chief of Staff, Army, 29 Sep 83, subject as above.

2. Letter, DA (TAG 5-82-2), 24 Sep 82, subject: Base Operations and Mission Functions Interservice Consolidations.

3. DA Program and Budget Guidance, Vol I, Nov 82.

4. Message, HQDA, DAPE-MBC-P, 032145Z Feb 83, subject: FY 84 President's Budget Civilian End Strength Adjustments.

5. Letter, DACA-BUF, subject: FY 1984/85 Command Operating Budget (COB), RCS CSCAB.205, 25 Jan 83 with changes 1 and 2 dated 18 Mar and 18 Apr 83 respectively.

6. Letter, DA (TAG 37-83-2,) 16 Aug 83, subject: Procedures for Reporting Intraservice and Interservice Support Agreement Savings and Cost Avoidances (as amended by DACA-BUE Message, 171520ZOct 83, same subject.

7. Message, DAPE-MB), 301900Z Jun 83, subject: Civilian Manpower.

8. DA Program and Budget Guidance, Vol II, Feb 83

9. RCS COA 96 Form, titled "Effects of CA Cost Study on Installation Funds."

Encl 1

DEPARTMENT OF THE ARMY
OFFICE OF THE CHIEF OF STAFF
WASHINGTON, D.C. 20310

29 SEP 1983

SUBJECT: Sharing of Savings Obtained from Selected Efficiency Programs

SEE DISTRIBUTION

1. The Services now find themselves in an increasingly competitive posture at OSD in the Economies, Efficiencies and Management Improvements (EEMI) arena. Each Service wants to be recognized as both efficient and effective—in order to be "more equal" in the battle for resources. Because of this climate, the Army must take positive action to improve its performance—both perceived and actual.

2. Present DA policy classifies efficiency programs in terms of the initiator, either DA or MACOM. Savings are reallocated at the level of program initiation. Thus, there is a lack of incentive for active program support by the MACOMs in DA/DoD initiated programs.

3. In order to provide an incentive and encourage active participation in program accomplishment by the MACOMs, MACOMs should have a share of the savings from the Commercial Activities (CA), Defense Retail Interservice Support (DRIS) and Army Performance Oriented Reviews and Standards (APORS) programs. This concept will serve to encourage study completion on the part of the MACOMs and enable them to provide resource support for some of their own initiatives.

4. The Comptroller of the Army, in presentation to the 1982 Army Commanders' Conference, proposed a savings sharing plan. It has been decided that savings obtained from the CA, DRIS and APORS will be shared by HQDA, MACOM, and the achieving activities (e.g., installation level). Effective FY 84 the percentages of the savings for programs in which MACOMs participate will be split--30% to HQDA, and 35% each to the MACOMs and achieving installations/activities.

5. The policies and procedures for determining, sharing, crediting, recording, and reporting savings against MACOM and Army goals under the DRIS program were announced by TAG Letter, Subject: Procedures for Reporting Intraservice and Interservice Support Agreement Savings and Cost Avoidances, dated 18 August 1983. The Army's internal allocation and distribution of its share of manpower savings resulting from interservice support agreements and consolidations will be in accordance with the policy in paragraph 4 above.

SUBJECT: Sharing of Savings Obtained from Selected Efficiency Programs

6. In arriving at this position, the following assumptions were made:

a. The policy only applies to civilian manpower savings and related dollars--military spaces return to HQDA control.

b. OSD will not change policy and require end strength reductions based on EEMI reported savings.

c. Existing civilian shortfalls resulting from delays in CA program completion will be absorbed by MACOMs.

7. This new policy will be included in the next change to AR 570-4.

M. R. THURMAN
General, United States Army
Vice Chief of Staff

DISTRIBUTION:
ASST SECRETARY OF THE ARMY (INSTALLATIONS, LOGISTICS & FINANCIAL MANAGEMENT)
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COMMANDERS
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US ARMY MILITARY DISTRICT OF WASHINGTON
US ARMY CRIMINAL INVESTIGATION COMMAND
US ARMY HEALTH SERVICES COMMAND
US ARMY FORCES COMMAND
US ARMY TRAINING AND DOCTRINE COMMAND
US ARMY WESTERN COMMAND
US ARMY JAPAN
US FORCES, KOREA

DEPARTMENT OF THE ARMY
OFFICE OF THE CHIEF OF STAFF
WASHINGTON, D.C. 20310

27 FEB 1984

SUBJECT. Policy on the Disposal of WWII Temporary Buildings

SEE DISTRIBUTION

1. The purpose of this letter is to provide guidance on the disposal of our WWII temporary building inventory. This subject was raised during the most recent Commanders' Conference with the concern that a blanket disposal of World War II temporary buildings would create a critically deficient stock of facilities at the time of mobilization.

2. Our overall goal must be to reduce and eventually remove from the inventory these maintenance-intensive obsolete WWII temporary facilities. However, this goal must be accomplished in a careful way such that our overall facilities posture supports our assigned missions as we change to our modernized facilities and fund alternative means to provide needed mobilization facilities.

3. We must be mindful that our successes in obtaining increased funding to modernize our facilities have developed in OSD and Congress the anticipation that many WWII temporary buildings will be removed. Therefore, when replacement of WWII temporary buildings is used as justification for new construction, we must assure the WWII facilities are disposed of after beneficial occupancy of the new facilities.

4. Senate Report 97-440 calls upon the Army to develop a plan to dispose of our WWII temporary buildings by 1990 and to replace them, where necessary, with off-the-shelf pre-engineered steel-frame buildings. We cannot comply fully with this guidance for two reasons: one, we cannot afford to replace all our needed WWII structures by 1990 and two, we do not believe that investment in another form of temporary structure (i.e. pre-engineered metal buildings) will prove to be wise over the long haul.

SUBJECT Policy on the Disposal of WWII Temporary Buildings

5. I have approved a plan to dispose of approximately 38,370,000 square feet, or 37%, of our current WWII temporary building inventory by 1990. These disposal actions, as outlined in Enclosure 1, are consistent with the FY 85-89 POM. This plan will keep our overall facilities modernization goals on track while maintaining an acceptable cushion for mobilization needs. Once mobilization construction alternatives have been funded, those WWII temporary buildings set aside for mobilization will be razed.

6. I solicit your continued support in moving forward toward providing total excellence in facilities for our soldiers and their families.

M. R. THURMAN
General, United States Army
Vice Chief of Staff

Enclosures

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Strategy for the Disposal

of

WWII Temporary Buildings

1. The strategy for the disposal of WWII temporary buildings is:

a. Retain sufficient quantities at the active installations to support.

(1) Reserve Component and ROTC training.

(2) Housing those Active Army units not yet in permanent facilities.

(3) Community support activities which cannot compete effectively in the budget cycle with higher priority facilities requirements.

(4) Installation mobilization missions when the mobilization facilities requirements exceed the permanent facilities capacity or until alternatives to retaining WWII temporary buildings for mobilization have been approved and funded by the Army.

b. Develop alternatives to retaining WWII temporary buildings for mobilization.

c. Dispose of WWII temporary buildings at a rate consistent with new construction contained in the POM Military Construction Program.

d. Retain the six semi-active installations with their inventory of predominantly WWII temporary facilities.

e. Avoid a major and unnecessary investment in pre-engineered buildings.

f. Protect the favorable funding Congress is providing for facilities.

2. This strategy will allow the Army to dispose of 38,370,000 SF, or 37%, of WWII temporary buildings.

Enclosure 1

3. Retention of the six semi-active installations with their inventory of predominately temporary facilities will preclude a major and unnecessary investment in pre-engineered buildings which are not fully utilized throughout the entire year. It will also allow us to judiciously improve the inventory at these installations over the long term for the betterment of the Reserve Component personnel.

4. Table 1 of Enclosure 2 displays the total inventory of 104,157,000 SF of WWII temporary buildings. The total inventory includes 19,355,000 SF at the six semi-active installations and 3,591,000 SF scattered among numerous small installations. The semi-active installations have been discussed in paragraph 2, above. We will not monitor the numerous small installations; however, the controlling MACOMs are encouraged to dispose of the WWII temporary inventory at these installations also. The resulting 81,211,000 SF are considered available for eventual disposal as our missions permit. This 81,211,000 SF inventory is spread among the active installations of the MACOMs indicated in Table 2 of Enclosure 2.

5. Our goal, as displayed at Enclosure 3, is to dispose of approximately 38,367,000 SF by 1990 and is obviously subject to mission changes promulgated by the Defense Guidance and Congressional appropriations for military construction. The goal is achievable and can be used to our benefit in improving the readiness of the Active Army while not impacting adversely on our mobilization capability. In addition to the goal achievable through the POM-supported Military Construction Program, an additional quantity can be disposed of through various Army intiatives. These initiatives include:

a. The Stable Annual Investment for Renewal of Systems (STAIRS) Program. Facilities renewal has been included in this program with a goal to replace or modernize 1.7 percent of the Army's physical plant annually. The Army Guidance for FY 86-90 requires each installation to develop a plant renewal program on a worst-first basis with priority to those facilities affecting the living and working conditions of the soldiers. A basic premise of this program is that the replaced facilities will be disposed of promptly.

b. The Army's Productivity Capital Investment Programs (ORIP, PECIP, OSD PIF, and DRA) funding sources provide funds to undertake initiatives aimed at achieving future savings in the budget formulation. The WWII temporary warehouses and maintenance shops are outmoded, inefficient, labor-intensive, and cannot support our force modernization initiatives. Construction projects to replace these buildings with modern facilities have a high potential for being candidates in Army's Productivity Capital Investment Program.

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6. Specific goals have not been established for each MACOM inasmuch as the disposal plan is geared to the POM-supported Military Construction Program. Each MACOM should review its Military Construction Program for replacement projects and establish its internal goals. This approach will allow the MACOM/Installation Commanders the widest latitude in establishing goals which best support both their peacetime and mobilization missions. Facilities committed for disposal need not be those facilities being vacated by the activity receiving benefit of the construction project; other facilities may be committed with the worst disposed of first. MACOMs should review their overall facilities needs and availability and may propose disposal at one installation in support of facilities acquisition at another installation.

7. While any building can be viewed as a mobilization asset, the Army's WWII temporary buildings are now over 40 years old and they cannot last forever. The cost of maintaining them will continue to rise as they age. The Army is working on developing alternatives to depending on these old buildings for mobilization. They are listed below and are geared toward providing facilities in a responsive fashion. This headquarters will fund those actions necessary to insure that the capability does exist to rapidly provide the required mobilization facilities. All alternatives must be carefully orchestrated to insure that the capability exists to provide the right facilities at the right place and time with a minimum investment of peacetime funds.

a. Non-Industrial Facilities (NIF). The Federal Emergency Management Agency (FEMA) is currently staffing a circular to revitalize the NIF Program. The circular is expected to be published in the January-February 1984 time frame. We intend to aggressively pursue this program.

b. Polyurethane Foam Structures. While testing has not been completed, Phase I test results give a strong indication that foam structures are a viable alternative which can be emplaced rapidly. Phase II will include a full scale fire test to check for flammability and toxicity and a troop test to check the durability of the structural foam and thermal barrier.

c. Tentage. The Defense Logistics Agency has 14,000 GP Medium tents on order for delivery to the wholesale supply system by January 1985. While there is no assurance that the tents will be available to the mobilization stations, it is a considerable improvement over prior years.

d. Mobilization ("M") Drawings. These standard facilities drawings will be site adapted to specific installation needs to shorten the construction process. On-the-shelf construction projects will be developed so as to permit the earliest award of a construction contract.

e. Legislative Package. We are requesting a legislative package to allow early on procurement to decrease lead time for facilities and more closely match facilities resources to the mobilization requirement.

TABLE 1
INVENTORY OF
WWII TEMPORARY BUILDINGS
(By Facility Category)

Category	Total Inventory (SF)	Total To Be Retained (SF)			Available For Eventual Disposal (SF)
		Semi-Active Install	Minor Install	Total	
Operations	3,062,000	565,000	165,000	730,000	2,332,000
Training	4,477,000	192,000	37,000	229,000	4,248,000
Maintenance	9,744,000	1,736,000	207,000	1,943,000	7,801,000
Warehouse	20,937,000	1,657,000	396,000	2,053,000	18,884,000
Medical	3,009,000	986,000	28,000	1,014,000	1,995,000
Administrative	9,829,000	670,000	482,000	1,152,000	8,677,000
Troop Housing	38,846,000	11,752,000	1,772,000	13,524,000	25,322,000
Cmty Supt	11,958,000	1,704,000	437,000	2,141,000	9,817,000
Miscellaneous	2,295,000	93,000	67,000	160,000	2,135,000
Total	104,157,000	19,355,000	3,591,000	22,946,000	81,211,000

TABLE 2
INVENTORY OF
WWII TEMPORARY BUILDINGS
(By MACOM)

MACOM	WWII Temp'S
USACC	936,000
DARCOM	7,737,000
FORSCOM	41,579,000
WESTCOM	2,404,000
HSC	771,000
TRADOC	27,589,000
USMA	145,000
	81,211,000

Disposal Plan by Year
By Category

Category	Area To Be Disposed					
	1986	1987	1988	1989	1990	Total
Operations	458,000	367,000	629,000	231,000	210,000	1,[illegible],000
Maintenance	870,000	1,279,000	1,036,000	867,000	1,543,000	5,594,000
Supply	879,000	2,355,000	1,739,000	1,721,000	1,511,000	8,205,000
Medical	354,000	254,000	305,000	380,000	398,000	1,691,000
Admin	129,000	577,000	257,000	456,000	693,000	2,212,000
Trp Hsg	2,290,000	1,408,000	3,158,000	5,376,000	2,579,000	14,811,000
Cmty Spt	568,000	164,000	551,000	1,532,000	1,244,000	4,059,000
Total	5,548,000	6,403,000	7,675,000	10,563,000	8,178,000	38,367,000

(1) The Disposal Plan is based on the POM-supported Military Construction Program. The programmed amount, by year and category, was divided by an estimated cost per sq. ft, for the category and year, to arrive at an estimated sq. ft of building to be built. The achievable disposal is based on the estimated building area to be acquired.

(2) For the Operations, Medical, and Administrative categories, it is assumed that one third (1/3) of the building area acquired will replace WWII temporary facilities.

(3) For the Maintenance and Supply categories, it is assumed that two thirds (2/3) of the building area acquired will replace WWII temporaries facilities.

(4) For the Troop Housing and Community Support categories it is assumed that 63% of the building area acquired will replace WWII temporary facilities. The 63% figure is based on the estimate that 63% of the troop housing requirement is in the replacement category.

☆ U.S. Government Printing Office: 1986—491-036/52467

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Enclosure 3